



TOP 10 FACTS FOR LOBBYISTS

Lobbying firms and organization lobbyists in the City of San Diego are required to comply with the City's Lobbying Ordinance. A violation of the City's lobbying laws may result in a fine levied by the Ethics Commission. In order to avoid inadvertent violations, you are strongly encouraged to review the Lobbying Manual, lobbying-related fact sheets, and a series of "Frequently Asked Questions," all of which are available on the Ethics Commission's website at www.sandiego.gov/ethics/documents/lobbyists.shtml. You should also read the detailed instructions that accompany the registration and quarterly disclosure forms.

Some important facts for lobbying firms and organization lobbyists to remember are as follows:

1. Lobbying firms must file a Registration Form amendment to identify a new client within 10 calendar days of making a lobbying contact on that client's behalf.
2. Lobbying firms and organization lobbyists must file a Registration Form amendment within 10 calendar days of lobbying on any municipal decision not previously identified on a Registration Form.
3. All information called for on a Registration Form or Quarterly Disclosure Report is required. Do not omit information because it is inconvenient or because you are too busy. You may need to assign someone in your firm or organization to routinely gather information associated with lobbying and related activities in order to ensure that your disclosures are accurate and complete.
4. Lobbying firms and organization lobbyists must file Quarterly Disclosure Reports even if they have no lobbying or related activities to disclose. Reports are due at the end of April, July, October, and January, covering the previous calendar quarter. File these reports until the registration is terminated.
5. If you discover that a Quarterly Disclosure Report includes incomplete or inaccurate information, you must file an amendment to that report within 10 calendar days.
6. When filing an amendment to a Registration Form or Quarterly Disclosure Report, do not repeat all of the information included in the original filing. Instead, report only the new or correct information. To remove previously reported information that is incorrect or outdated, write "remove" or "deleted" next to the information.
7. Be specific when identifying a municipal decision on your Quarterly Disclosure Report. Providing a vague description, such as "land use issue," "property acquisition," or "site development" is not acceptable. Instead, provide a specific location or other details identifying the matter.
8. On a Registration Form, fundraising activity disclosure is required only for current elected City Officials. On a Quarterly Disclosure Report, disclose fundraising activities for all current elected City Officials and City candidates (including a ballot measure committee controlled by a City candidate).
9. On a Quarterly Disclosure Report, you must identify every City Official who was contacted during the reporting period for the purpose of influencing a municipal decision, even if the contact took place at a social event or an unscheduled meeting.
10. Gifts to a City Official may not exceed \$10 in aggregate value in a calendar month. (Some gifts are exempt from this limit; see the Ethics Commission's Fact Sheets for additional information.)

Contact the Ethics Commission at (619) 533-3476 if you have any questions. Do not wait to seek assistance until after you've made a mistake.